



## Quick Reference Guide 2

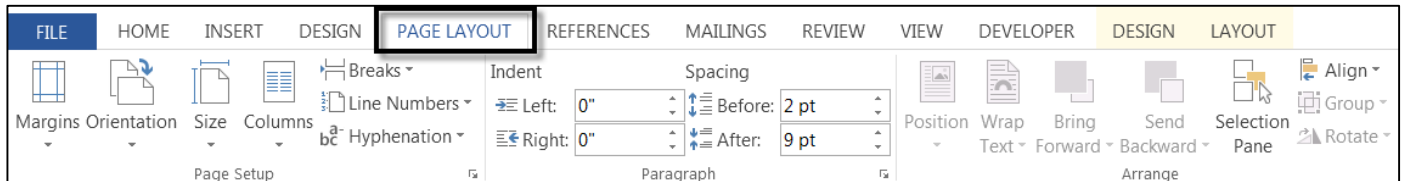
# Word 2013 for Windows

## Page Layout, Section Breaks and Headers/Footers

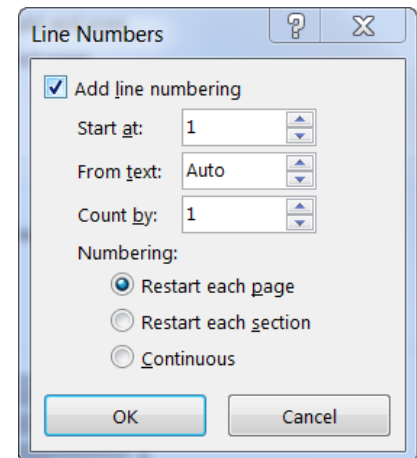


### Page Layout Tools

To display the Ribbon, click the **Page Layout Tab**. This Ribbon consists of commands to adjust the page setup, paragraph indentation and spacing, as well as options to arrange objects.



- Click **Margins** to adjust the page white space. Select from the pre-defined options on the drop-down menu or click **Custom Margins** to create unique margins.
- Click **Orientation** to change from **Portrait** to **Landscape**.
- Click **Size** to adjust the paper size. Select from the pre-defined options on the drop-down menu or click **More Paper Sizes** to create unique width and height for the page.
- Click **Columns** to change the document to a column format. Select from the pre-defined options on the drop-down menu or click **More Columns** to create unique columns.
- Click **Breaks** | **Page Breaks** | **Page** to stop the text on the current page and begin the text on the next page.
- Click **Breaks** | **Page Breaks** | **Columns** to end the text in the current column and move to the top of the next column.
- Click **Breaks** | **Section Breaks** | **Next Page** to separate the file into sections. For more information on working with Section Breaks, see the section entitled "Section Breaks" below.
- Click **Line Numbers** to add numbers vertically down the page (often used in legal writing). The numbering can be **Continuous**, **Restart Each Page**, or **Restart Each Section**. Click the drop-down arrow to select **Suppress For Current Paragraph** when appropriate. To customize the line numbering:
  - Click the drop-down arrow and click **Line Numbering Options** | **Line Numbers**. The *Line Numbers* dialog box displays (shown right).
  - Click the checkbox for **Add line numbering** to enable line numbering.
  - Set the **Start at** number, distance of the number **From text** and the **Count by** number.
  - Select the **Numbering** settings as **Restart each page**, **Restart each section** or **Continuous**.
  - Click **OK**.
- Click **Hyphenation** to select the hyphenation behavior: **None**, **Automatic** or **Manual**.
- Click into a paragraph and change the **Left** or **Right Indent** using the **Paragraph Left** and **Right** fields.
- Click into the **Before** field and enter a value for the white space above the current paragraph.
- Click into the **After** field and enter a value for the white space below the current paragraph.
- Select objects and use the **Position**, **Wrap Text**, **Bring Forward**, **Send Backward**, **Selection Pane**, **Align**, **Group** or **Rotate** commands to affect the object.

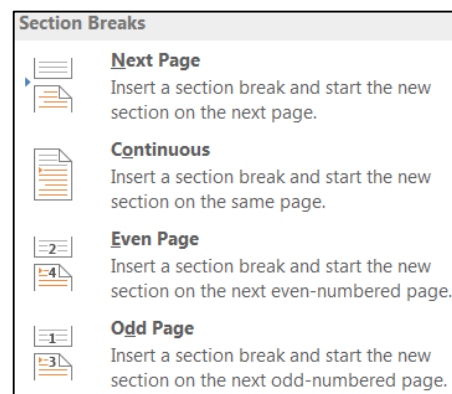


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

## Section Breaks

Section Breaks are used to divide a document into any number of smaller, uniquely formatted sections. This enables the author to format each section the way they want with unique page numbering, customized information in the header and footer, and unique page orientation, margins, or columns in each section. A section break acts as an embedded code that stores and maintains the properties of the section above it. Section and page properties include the following settings:

- Page Orientation (Portrait/Landscape)
- Margins and Columns
- Line Numbering
- Vertical Alignment
- Headers & Footers



*It is recommended that when you are working with section breaks you turn on **Show/Hide**.*

*To do this, click **Home Tab | Show/Hide**. This tool toggles on and off as you click it.*

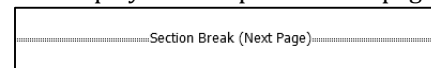


### Inserting a Next Page Section Break

Use **Next Page Section Breaks** when starting a new section with unique page formatting and properties.

1. Click where you want to start the new section. Click **Page Layout Tab | Breaks**. The *Page Break and Section Breaks* drop-down list displays (shown above).
2. Under *Section Breaks*, click **Next Page**. The text after the section break will now display at the top of the next page.

*With **Show/Hide** toggled on, the Section Break displays as shown to the right.*

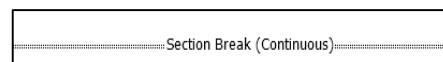


### Creating Columns within a Section

Use a **Continuous Section Break** to change the page formatting to column display within an existing section.

1. Click where you want to start the columns. Click **Page Layout Tab | Break**. The *Break* drop-down list displays.
2. Under *Section Breaks*, click **Continuous**. The header and footer from the previous section continues but now you can change the page formatting to a column display.

*With **Show/Hide** toggled on, the Section Break displays as shown to the right.*

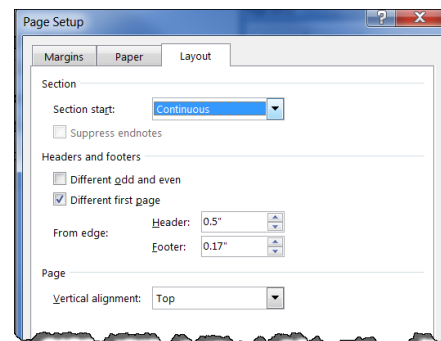


3. Click **Page Layout Tab | Columns** and click to select the desired column display from the drop-down list.
4. Click **Page Layout Tab | Breaks | Column** when you want to move to the top of the next column.
5. When you no longer want the text in column format, click where you want to stop the columns. Click **Page Layout Tab | Break**. The *Break* drop-down list displays.
6. Under *Section Breaks*, click **Continuous**. A second **Section Break (Continuous)** will display.
7. Format the page back to a single column by clicking **Page Layout Tab | Columns | One**.

### Editing the Section Properties

4. Click inside the section or which you want to edit the properties.
5. Click **Page Layout Tab | Page Setup** dialog box launcher | **Layout Tab**.
6. Use the **Layout** tab to make changes to the section as desired.
  - **Section start** indicates the type of section break for this section.

*A Next Page section break is defined as New page on the Layout Tab of the Properties dialog box.*

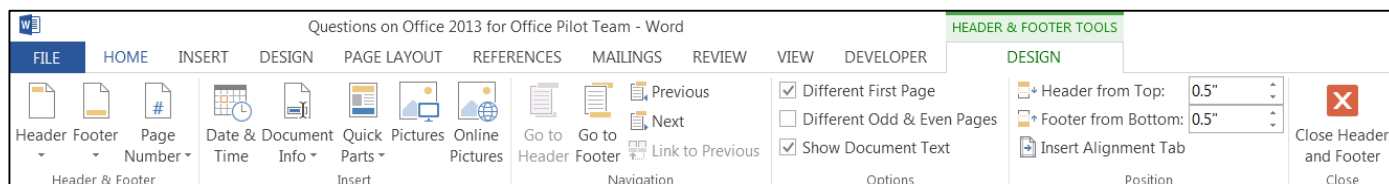


- Click to select **Different odd and even** pages if creating a document with a different header and footer on the odd and even numbered pages.
- Click to select **Different first page** when creating a document with a unique first page header and footer.
- To adjust the text vertically on the page, click to select the **Page Vertical Alignment**. Options include **Top**, **Center**, **Justified** or **Bottom**.

## Headers and Footers

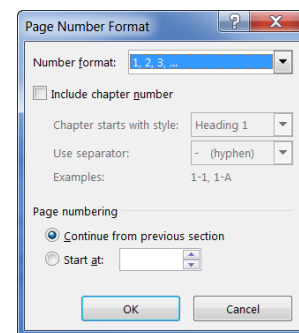
By default, the headers and footers in Word are the same on each page. Below are instructions for creating a Header/Footer, creating unique Headers/Footers on the First Page of a section, and creating Even and Odd Headers/Footers in a section.

Click inside the Header (or Footer) frame to display the **Header & Footer Tools Design Ribbon** (shown below).



### Creating a Header/Footer

4. Click **Insert Tab | Header (or Footer)** drop-down arrow. A gallery of pre-defined Headers (or Footers) display in the drop-down list.
5. Click to select one of the pre-defined **Headers (or Footers)** or click **Edit Header (or Edit Footer)** to insert custom text. Your cursor will be inside the Header/Footer frame and the **Header & Footer Tools Design Ribbon** will display (shown above).
  - To insert a page number, click the **Page Number** drop-down arrow and select from the pre-defined gallery or click **Format Page Number** to create a user-defined page number. The *Page Number Format* dialog box displays (shown right).
    - Click the **Number** format drop-down arrow to change the number format (for example, i, ii, iii, etc.).
    - Click into the **Start at** field and enter a number to start the numbering of this section.
  - To insert the date or time, click **Date & Time**. The *Date and Time* dialog box displays with a gallery of date and time styles. Select the date and/or time style and click **OK**.
  - To insert document information (like the file name), click the **Document Info** drop-down arrow. The available options include **Author, File Name, File Path, Document Title**, various **Document Properties** and a **Field**.
  - Click **Go to Header** or **Go to Footer** to switch between the Header and Footer frames.
6. Click **Close Header and Footer** to exit the Header (or Footer) frame.



### Creating Unique Headers/Footers on First Page

You can create a single section that has one header/footer on the first page of the section and a second header/footer throughout the rest of the section.

1. Click **Insert Tab | Header (or Footer)** drop-down arrow. A gallery of pre-defined Headers (or Footers) displays in the drop-down list.
2. Click to select one of the pre-defined Headers (or Footers) or click **Edit Header (or Edit Footer)** to insert custom text.
3. On the **Header & Footer Tools Design Ribbon**, click to select the checkbox for **Different First Page**. The section will now include a First Page Header/Footer.
4. Format the First Page Header/Footer with unique formatting, click **Next** on the **Header & Footer Tools Design Ribbon**, and format the Header/Footer with unique formatting for the remaining pages in the section.

### Creating Even and Odd Headers/Footers

Use Even and Odd Sections when even numbered pages should be formatted differently than odd numbered pages (used when writing books, reports and booklets.)

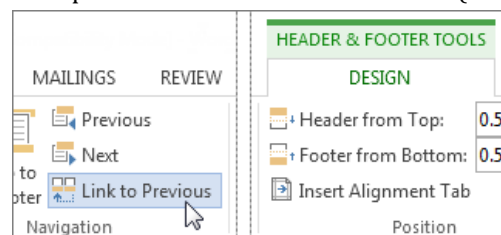
1. Click **Page Layout Tab | Page Setup** dialog box launcher | **Layout Tab**.
2. Click to select the **Different odd & even** check box.
3. From one of the odd pages, click the **Insert Tab | Header (or Footer)** drop-down arrow. A pre-defined set of possible Headers (or Footers) displays. There are several layouts listed in the gallery specifically for odd or even page layouts.
4. Click to select the appropriate Header (or Footer) style and edit the text as desired.
5. Repeat steps 3 and 4 for the even pages.

### ***Adding Different Page Numbers or Number Formats to Sections***

If your document should be formatted with different page numbers or number formats and styles in different parts of the file, such as i, ii, iii...for the introduction and table of contents and 1, 2, 3... for everything after, first divide the document into sections and then make sure those sections are not linked so they act independently of each other.

1. Click at the very beginning of the first page where you need to start, stop, or change the page numbering.
2. Under **Page Layout**, in the **Page Setup** group, click **Breaks | Next Page**. A Next Page Section break is inserted at the point of your cursor.
3. On the page after the section break, double-click the header or footer area to place the cursor inside the Header (or Footer) frame. This will open the **Design Tab** under **Header & Footer Tools**.
4. In the **Navigation** group, click **Link to Previous** to turn it off.

*Headers and footers are linked separately, so if your page number is in the header, turn off linking for headers. If your page number is in the footer, turn off linking for footers.*



5. In the **Header & Footer** group, click **Page Number** and then pick a location and a style from the gallery.
6. To choose a format or to control the starting number, in the **Header & Footer** group, click **Page Number | Format Page Numbers**.
7. Click the **Number format** drop-down arrow and select the number style. Here you can select from Arabic numerals, alphabetical letters or Roman numeral numbering.
8. Click into the **Start at** field and enter the beginning page number for this section.

*When restarting the numbering, be sure to number the first page of the section as "1" even if the section has the **Different First Page** option enabled and the page number is not displayed in the Header (or Footer).*

9. Click **OK**.
10. Click **Close Header and Footer** to exit the Header (or Footer) frame.